

Order #:

Notary & Apostille Service

Apostille, Authentication, Embassy Legalization & Translation Services

by NYNOTARY4U.COM

Date Rcvd:

Place a separate Service Order Form on each document to be processed.

Date: _____ Transaction #: _____ Order #: _____

Full Name of Document Custodian: _____

Return document to this address: _____

Address2: _____

City/Town, State, Country Postal Code: _____

Phone number: _____ Email address: _____

Type of Document: _____

(Personal: birth/marriage certificate, divorce decree, diploma, transcript; Corporate: Invoice, letter, professional certifications, etc)

Type of Service

- Apostille Country _____
- Notary Authentication
- Embassy Legalization Country _____

Retrieval Service *

- Divorce Decree *
- Divorce Certificate *
- Court Record *
- Marriage Certificate *
- Diploma
- Degree

Certified Translation Service

Translate from: _____ to _____

English Russian Spanish Arabic Ukraine Italian

INSTRUCTIONS:

1. Include this form for each with order along with the following items
2. * One (1) original Notarized authorization letter for each different record retrieval requested.
3. Have the appropriate application form (i.e. marriage, divorce) or supply a scanned or photo copy of the record you wish to have retrieved or provide additional information as describe on webpage.
4. Have a copy of your photo ID (i.e. Passport, Drivers License, or other Government ID).

Where did you hear or learn about NYNOTAR4U.COM? _____

Return this page with your document



+1 (718) 569-7422



+1 (631) 787-6019

• AlanMurray@NYNOTARY4U.com

Notary & Apostille Service

Apostille, Authentication, Embassy Legalization & Translation Services
by NYNOTARY4U.COM

PAYMENT OPTIONS

Payment is expected at time of service. Please choose one of the following payment options.

CHECK or MONEY ORDER

You may include with your order a check or money order in US Dollars payable to "NYNOTARY4U.COM"
(Your Check or Money Order will be subjected to a short wait for funds to clear).

WESTERN UNION

If paying by Western Union you will need to send me the:

1. MTC number along with the
2. Name of the person sending the money, the
3. Name of Town, and State.

If you are outside the USA you will need to provide the Village/Providence and what Country the money was sent from.

MONEY GRAM

Send the "Reference Number" and any information necessary to receive funds.

CREDIT CARD

We also accept Visa, MasterCard, and Discover. If you do not wish to use our online method of payment fill out the information on the "CREDIT CARD PAYMENT INFORMATION" page.
Currently NYNOTARY4U will only accept credit card payments online via Google Checkout or PayPal.
Please provide your email address so NYNOTARY4U can email you an invoice to request payment.
The invoice request will be sent to the email address you provide, so you can pay online.

PAYPAL

If paying by PayPal.com, please provide your paypal.com email address so NYNOTARY4U can send you a request for your payment. To make it easier for you there is a PayPal button on the bottom of 'Fees' page.

CASH

Will only be accepted in person, **do not send via mail.**

BANK TRANSFER:

Request additional information if you decide to use this method of payment.

INVOICE

An invoice will be included with your order if it is being mailed. If your order is not being mailed, make sure you include your email address with your order as your invoice will be emailed to you.

Send payment, all documents, Order Forms, and Notarized Authorization Letter to:

Alan Murray, dba
NYNOTARY4U.com
409-44th Street,
Copiague, NY 111726-1009 USA



Order #:

Notary & Apostille Service

Apostille, Authentication, Embassy Legalization & Translation Services
by NYNOTARY4U.COM

Date Rcvd:

Fees

Date document needed by: _____ Total Number of Documents: _____

Country Requested:

Country documents are going to: _____

FEES:

- ◇ Apostille / Certification Service (First 2 are \$125/Doc, additional \$100 each): _____
- ◇ Embassy Legalization (\$125 for 1 visit, \$175 if 2 visits are required): \$ _____
- ◇ County Surcharge (Suffolk/Westchester/Staten Island County (\$25): \$ _____
- ◇ Court Document Retrieval (NYC, Bklyn ,Bnx, Qns \$150 or all others \$175): \$ _____
- ◇ Court Certification of Documents (\$8.00 each document): \$ _____
- ◇ Embassy/Consulate Fee Charges (Varies): \$ _____
- ◇ US Chamber of Commerce (\$25): \$ _____
- ◇ Commercial Shipping, Invoice, Packing List, Certificate of Origin, Legalization fees (call for price) _____
- ◇ Halal Certificate fee (\$25): \$ _____
- ◇ NUSACC Certificate fee (\$25/Document): \$ _____
- ◇ Same Day Expedited Service (\$200): \$ _____
- ◇ Rush 3 hours Same Day Expedited Service (\$300): \$ _____
- ◇ Marriage Certificate (\$30): \$ _____
- ◇ NYC Messenger/Courier Service (\$60): \$ _____
- ◇ Washington, DC Courier (\$90 for 1 drop off/ \$125 for 2 drop offs)*: \$ _____
- ◇ Fedex to/from Washington, DC (\$23x2): \$ _____
- ◇ Money Order (\$5/Doc): \$ _____
- ◇ Certified Translation (\$50/page): \$ _____
- ◇ Copy fee \$1.00 /page \$ _____
- ◇ Other fees (WCS): \$ _____

Note: The Embassy Legalization Fee is in addition to the Apostille/Certification Fee if your document is going to an Embassy or Consulate office.

*Drop off is to US Department of State or Embassy or to both.

Return Document

Fill in required fees & Return this page with your document

- ◇ FedEx Domestic USA Priority Overnight Delivery (\$35), USPS Priority Mail (\$5) \$ _____
- ◇ International Rate & Outside of the USA states (Alaska, Puerto Rico, Hawaii, USVI, Canada)
Call for Postal Price \$ _____

TOTAL FEES: _____ **Credit card payment is subject to a 4% convenience charge.



+1 (718) 569-7422



+1 (631) 787-6019

• AlanMurray@NYNOTARY4U.com

Order #:

Notary & Apostille Service

Apostille, Authentication, Embassy Legalization & Translation Services
by NYNOTARY4U.COM

CREDIT CARD PAYMENT INFORMATION

NYNOTARY4U accepts **money order, personal and company check** payable in U.S. dollars made payable to "NYNOTARY4U.COM". NYNOTARY4U.COM also accepts **Visa, MasterCard, and Discover**.

If you do not wish to use our online method of payment fill out the information below.

If paying by credit card, please fill out the following information and return with your order

I, _____, authorize NYNOTARY4U.COM to charge all fees (including the 4% credit card convenience fee) to my Visa/MasterCard/Discover card.

Card Type: Visa / MasterCard / Discover

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Cardholder Name (as it appears on card): _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip Code: _____

***Credit card payment is subject to a 4% convenience charge.*

I have read and agreed to NYNOTARY4U.COM Services terms and conditions. I understand that requirements and fees are subject to change without prior notice, and all fees are non-refundable.

Return this page with your document if used.

Cardholder Sign your name here

Date

Daytime Telephone Number: _____



+1 (718) 569-7422



+1 (631) 787-6019

• AlanMurray@NYNOTARY4U.com

Notary & Apostille Service

Apostille, Authentication, Embassy Legalization & Translation Services
by NYNOTARY4U.COM

Preparing your documents:

1. Review of your document

*NYNOTARY4U.COM would be happy to review your document to ensure a seamless process. To submit your documents for review, please either email them to review@nynotary4u.com or fax to **+1.631.787.6019** along with the completed order form.*

2. Original Signature & Stamp

Make sure your document has an original signature and stamped, it can also have an embossed (raised) seal of a currently commissioned official of your state. This can be a notary public, probate judge, circuit clerk or whatever the requirement are for your state.

3. Notary Authentication

Each of your documents requires an authentication certificate to attest to the authenticity of the notary public or public official who has notarized or exemplified the document. The authentication certificate is attached to the document that has been notarized.

4. Packaging

We will be focusing exclusively on the signatures of the officials who have signed or notarized your documents. You can help speed up the process by arranging your documents so that all of the same signatures are grouped together.

5. Multiple Page Document

Staple or paperclip the pages of multi-page documents together to give us a visual cue that it is a multi-page document that must be kept together.

6. Copies

*If you would like to keep copies of your documents you should make them before you send your documents for authentication / certification. It will be difficult to copy them after they are returned with the certificates attached. Once the certificate is attached with an **eyelet**, it should not be removed for any reason.*

7. The Final Process

Send NYNOTARY4U your complete document and not just the pages that have been notarized. The Apostille or Certification certificate is then combined with your original notarized document and they will be fastened together with a eyelet or staple depending on that state's fastening method & should not be removed to attach other papers. All pages that go together must be attached by the Apostille or Certification agency.

When your documents have been batched together and screened, Mail or send the original (a copy of notary stamp & signatures are not acceptable to be authenticated) documents to:

Alan Murray, dba
NYNOTARY4U.com
409-44th Street,
Copiague, NY 111726-1009 USA



Notary & Apostille Service

Apostille, Authentication, Embassy Legalization & Translation Services
by NYNOTARY4U.COM

Final Order Checklist

Before your document is picked-up or you ship your documents for authentication, Apostille or Certification, please check your order against this list to make sure it is complete.

Notarized Documents & Signed letters

1. Your document has to be signed in the presence of a Notary Public. If not yet signed and notarized, please take the document to a notary public in your state and have the document notarized. Once it is notarized, it must be authenticated. If you are local NYNOTAR4U will send a notary to you to notarize your document. You can then mail the document to our office. Or, you may request and schedule pick-up service. Documents signed outside of New York State and notarized in another state require additional time to process.
2. Do your documents meet every single one of the document standards for authentication?
3. If you are not sure that your documents meet the document standards. You can have your documents screened by me. This way I can make sure your documents can be authenticated. Send me a front & back scanned copy via email or fax
4. Have you sorted your documents by notary stamp and stapled or paper clipped the pages of multi-page documents together?
5. Have you included an order form for each document containing your contact information and the name of the country that will be receiving your documents?
6. If "Overnight service" return mail or "Expedited Service" is desired, have you included this cost in your payment?
7. If NYNOTAR4U will be forwarding your documents to a third party or consulate, have you included additional instruction & everything that they will need?
8. Have you carefully detailed any special handling requests or unusual circumstances regarding your order?
9. If your order has commercial document such as: Certificate of Origin, Commercial Invoice, Packing List, or needs certification by NUSACC OR Other shipping Documents, have you included the fees necessary to process this order?

Vital Record Check list:

Birth, death, or marriage certificates must be Exemplified or Certified as required by your state. Other procedures are available if a certification is not available; see website for additional information.

Diploma, Degree

A school official should certified copy as a true copy with a notary stamp. Other procedures are available if a school certification is not available; see website for additional information. Then mail to NYNOTAR4U or request a schedule pick-up.

Background Check

Such as Police Report, Good Conduct Letter, Good Citizen Letter, Department of Justice Letter. Get notarize by agency sending you document or see website for additional information. Then mail to NYNOTAR4U or request a schedule pick-up.

NYNOTARY4U.com will handle all steps after your document is notarized if you do not have the time to do it yourself. **NYNOTARY4U.com** will get the document Authenticated & Exemplified if necessary. Additional processing time maybe required to complete this extra process.



For Your
Information

Notary & Apostille Service

Apostille, Authentication, Embassy Legalization & Translation Services
by NYNOTARY4U.COM

Prepare your documents for shipping

Courier Pick-up Service Information

Call to Schedule your document pick-up time.

Telephone: +1.718.569-7422 or +1.516.874.2882

Mailing your document

When mailing your document we recommend USPS, FedEx, or UPS delivery services or whatever postal service you use that will provide you with a tracking number to ensure the NYNOTARY4U.com was received your documents. You can also send your documents via regular mail. We will contact you to confirm we have received your document. NYNOTARY4U will not be responsible for receipt of document that do not have a tracking number to verify its location or receipt.

Return Mail your document:

Please include a FedEx Invoice with your account

Mail your documents to:

Alan Murray, dba
NYNOTARY4U.com
409-44th Street,
Copiague, NY 111726-1009 USA

Completion Time:

Normal Turn around time is 2-3 days for local processing once your order is received.

Rush (3 hours or less) or Same Day Service

If you require Rush or Same Day Service,

Please add additional **Rush or Same Day Service** fee to your order.

Your order will be process and shipped the same business day it is received.

To ensure Rush or Same Day Service use USPS Express Mail or FedEx Overnight for early morning delivery.



+1 (718) 569-7422



+1 (631) 787-6019

• AlanMurray@NYNOTARY4U.com

Notary & Apostille Service

Apostille, Authentication, Embassy Legalization & Translation Services
by NYNOTARY4U.COM

Sample Fee Calculation

Local document for an Apostille

Client need 3 Apostille for a bank letter, a bank statement & a Power of Attorney letter going to Italy, the fees are: the first 2 Apostille: \$125 each and the third is \$100. Total cost \$350.

Client need 2 Apostille for Israel: the fees are:
the first 2 Apostille: \$125. Total cost \$250.

Local document for an Apostille (Rush)

Client need 1 Apostille for Romania: the fees are:
the first Apostille: \$125. Client requires Same Day Service \$200. Total cost \$325.

Client need 1 Apostille for Romania: the fees are:
the first Apostille: \$125. Client requires 3 hours Same Day Expedited Service \$300. Total cost \$425.

Local Embassy document for Legalization

Client need 1 Certification for Peru: the fees are:
The first Certification is: \$125, Embassy Legalization (1 day) \$125, Embassy fee \$30. Total cost \$280.

Client need 1 Certification (2 pages) for China: the fees are:
The first Certification is: \$125, Embassy Legalization (2 visits to consulate) \$175, (1st day drop off docs, 2nd day pick up docs), Embassy fee \$50, Copy fee \$2, Money Order fee \$5.00. Total cost \$357.

Washington DC Embassy document for Legalization

Client need 1 Certification (2 pages) for UAE: the fees are:
The first Certification is: \$125, Courier fee for expedited service \$125, Postage \$64. US Department of State fee \$8. Embassy fee \$15, Money Order fee \$5.00. Total cost \$342. If you don't require expedited courier svc total is \$217

California Birth Certificate Apostille with Same Day Service

Client has NY Birth Certificate with Letter of Exemplification or has been exemplified a judge Apostille for Mexico: the fees are: the first Apostille: \$125. Client requires Same Day Service \$200. Postage \$10. Total cost \$335.

Maryland Birth Certificate Certification Only

Client has NY Birth Certificate with Letter of Exemplification or has been exemplified a judge Apostille for Aruba the fees are: the first Apostille: \$125. Postage \$10. Total cost \$135.

Court Document Retrieval & Certification

Client needs Certified Divorce or court record for with an Apostille for Bulgaria. The fees are:
the document retrieval service is: \$150. Document Certification fee \$8. Total cost \$158.

Return Postage to your location is extra unless local courier service is being provided as part of your order.

